



LIBRARY COMMISSION MINUTES

Meeting of Monday, November 19, 2001
Los Altos Main Library
13 South San Antonio Road, Los Altos, California 94022

ROLE CALL:

Chair Julie Iskow called the meeting to order at 6:03 p.m.

Present: Chairperson Iskow, Commissioners Buseti, Lopez and Thurber.

Also Present: Los Altos Community Librarian Cheryl Houts, and City of Los Altos Liaison Donna Bauer.

Absent: Commissioners Harrison-Brown, Lamparter and Takle Quinn.

Approval of Minutes: Moved and seconded by Thurber/Buseti

October 2, 2001, minutes were approved with the following corrections:

Reports: #1, Page 1 - Remove "customers supported increasing the video fines".

Reports: #1, Page 2 – Replace paragraph four with the following statement: "Cheryl discussed the civic Center Master Plan project related to the book drop and parking lot improvements. Commissioner Thurber explained that the City Council authorized \$32,000 for changes to the traffic pattern but no fund for internal improvements in the library building for a direct book drop. The commission and the library staff were opposed to a stand-alone book drop. It was recommended that a meeting try to be held between Cheryl, Donna, Thurber and Buseti to further review the projects".

Reports: #1, Page 2 - Spelling correction of Jackie "Spier" and addition of "ERAF" before the word Bill. Replace the last two sentences with the following statement: "Measure A is being prepared for the 2004 ballet to ensure a maintenance of service levels for the County Library. The library JPA has established a sub-committee to work on a campaign to promote Measure A".

Ongoing Business: #3, Page 3 – Replace parking space "was three feet" with "is one foot".

Public Comment:

There was no public comment presented to the Commission.

Reports:

1. Cheryl Houts, Los Altos Community Librarian

Cheryl announced that the Woodland and Los Altos libraries recognized employees and their years of service including Joan Stewart who retired after 38 years of service.

Cheryl reviewed some of the comments made by the general public regarding library services.

Cheryl shared that she met with the City's Public Works Superintendent Brian McCarthy regarding maintenance of the landscape around the library. Brian explained that the City dedicates 156 hours a year or 3 hours a week to maintaining the landscape. Brian offered additional alternatives to help acquire more assistance including an adopt-a-park program or the use of boy scouts.

2. Susan Fuller, County Librarian

No report.

3. Mary Lou Ferguson, Friends of the Library

Mary Lou was not present. However, Chairperson Iskow announced that the Friends of the Library raised an additional \$3,900 from their recent used book sale.

NEW BUSINESS

1. Study Session in December

The Commission reviewed and discussed the draft report to be submitted at the joint Library Commission and City Council meeting scheduled in December. The Commission discussed various projects that could be recommended to the Council for their consideration in utilizing the \$32,000 that was allocated originally for the book drop project. By priority the projects included modification of the interior book drop system, fencing the library parking area from access to the soccer field, library sign lighting, and timers for the trellis lights.

The Commission further discussed some of the survey issues.

Cheryl explained how the library received no response from local schools regarding library visits. In an effort to reach teens, the Friends of the Library have funded some outreach projects including an age appropriate flyer that is distributed to the appropriate schools. One idea is putting the web address on library cards.

Cheryl announced that the library will be getting some self check-out machines that in addition to English, will be available in Chinese, Spanish and French.

2. **North County Library Authority (NCLA) – Liaison Appointment**

A motion was made by Iskow and seconded by Busetti to address a letter to the current liaison Roy Lave to recognize his efforts and express the Commission and City's appreciation for his service.

3. **NCLA Meeting**

Cheryl explained that the City Attorney reported that the NCLA has the ability to provide funding to a 501 (c) 3 non-profit organization as long as the organization's proposal is aligned with the mission of the NCLA. The NCLA process includes reviewing the organization's investment portfolio and business plan. It is recommended that an additional \$21,000 be given to Vision 21 to the library book budget.

ONGOING BUSINESS

1. **Community Input Survey/Focus Groups**

A summary report has been drafted and will be reviewed by the Commission prior to being submitted.

2. **Parking, Traffic Flow, Lights**

- a. **One Minute Parking** - Librarian Houts reported that she and Liaison Legge and Commissioner Thurber met with City Manager Phil Rose, Public Works Director Jim Porter and Traffic Engineer David Donahue to discuss the Library Commission's concerns regarding parking issues and the proposed book drop project. Rose had supported enforcing the one-minute parking and suggested that city staff would further review the parking lot lighting and the lighting of the library sign.
- b. **Book-drop** - Chairperson Iskow made a motion seconded by Thurber to prepare a letter to the City Council regarding the use of the \$32,000 that was allocated for the book drop project. While the library commission and staff did not recommend a stand-alone book drop, it was recommended that the funds be used toward an internal book drop located in the front of the library as an alternative solution to the same book drop problems. The motion was carried by a unanimous vote.
- c. **Compact Parking and Lighting** - Chairperson Iskow made a motion to prepare a second letter to City Council regarding city staff review of the parking lot lighting and reconfiguration of the compact spaces located in front of the library. The motion was carried by a unanimous vote.

3. Publicity for Library Activities

Commissioner Lopez will continue to investigate alternative ideas for promoting the library at festivals and other local special events.

4. Endowment

No report.

PUBLIC COMMENT

No public comment.

COMMISSION COMMENT

No Commission comments.

FUTURE AGENDA ITEMS

1. Book-drop project
2. Parking lot lighting
3. Publicity

OTHER ITEMS

Due to the holidays, the next Library Commission will be held on Tuesday, January 8, 2002, at 5:30 p.m. at the Woodland Branch Library.

ADJOURNMENT

Meeting was adjourned at 6:55 p.m.

Respectfully submitted by
Donna Legge, City of Los Altos Recreation Supervisor
Liaison to the Library Commission